



8.3.2009 Audit Committee Meeting Minutes

To: Kristi Tomey, Audit Committee Chairman

KAT

From: Chris Compton, Secretary

CC: Sterling Cheatham
Debra Mack
Allison Collins
Stephanie Jacobs
Bryon Dorey

Date: ~~June 1, 2009~~

8.4.09 AC ce

Call to order:

Kristi Tomey, Audit Committee Chairman, brought the meeting to order at 11:30 am on August 3, 2009 in the Lord Spencer Conference Room.

Members Present:

Kristi Tomey
Margaret Haynes
Ronald Sparks

Staff Present:

Sterling Cheatham
Allison Collins
Tom Pollard

Dawn Grants
Chris Compton

Summary of Action Items:

1. **Finance Department's Check Disbursement Audit Report – June 12, 2009.**
 - The Report was reviewed and accepted.
2. **Wilmington Police Department's Narcotic Division Audit Report – June 1, 2009.**
 - The Report was reviewed and accepted.
3. **Internal Audit Memo for March 31, 2009 Loan Confirmations (quarterly review) that was issued June 24, 2009.**
 - The memo was reviewed.

4. Internal Audit Work Plan for the 2009-2010 Fiscal Year.

- The Plan was reviewed and Kristi Tomey requested that general security controls be added to the list for the Information Technology Department Audit Planned for the 09-10 Fiscal Year.

5. Discussion and Update on Implementation of City Council Travel Policy.

- The travel current requests for all Council members was reviewed and discussed in light of the tight travel budget. There is a \$3,000 pooled account for members to request use of once they exceed their travel allotment. This policy is still evolving. Kristi Tomey, Mayor Saffo and Sterling Cheatham will meet to refine the travel approval process for funding trips from this pool, to ensure the process is fair for all Council members.

6. Updates on Public Records Policy.

- Tom Pollard made a presentation regarding the Municipal Records Retention and Disposition Manual and its current City practices. This manual sets the standard for keeping specific types of documents and communications.
- The City needs to create a system-wide policy for all types of City-related communications.
 - a. Special focus should be on Public and Private viewing.
 - b. Each department needs to have a records custodian for that department, where all requests for Public Information would go through that person.
- The City needs to do a better job of separating Public and Private information in emails. i.e. Requests from that Star-News that right now have to be redacted to remove Private information from the rest of the Public content.
- IT currently restricts all City of Wilmington emails marked "Private" from going into the "All Access" email folder set up for the star news. Any emails that identify "private" in the subject line are not accepted at the public terminal and must be viewed by request only. Potential solutions for the future per Tom Pollard include: IT having the ability to send all "private" emails to separate file on the system, where they would be reviewed to verify that they are indeed Private.
- Going forward, the header for these emails should be more specific to describe why they should be Private, i.e. Private – Human Resources Social Security information.
- A cell phone, PDA, etc. policy is also being created by Larry Bergman, IT Department Director. This policy shall be brought forth to Audit Committee for review prior to implementation.
- Public Records Policy training should be included in the upcoming City Council Candidate Orientations per Kristi Tomey as well as New Council Member Packets after election.

Adjournment:

The meeting was adjourned at 1:00 p.m.